

INCIDENT CATEGORIES

1. **Unexpected/Suspicious Death** – Any death that is suspicious in that it is unexpected due to the medical status of the individual prior to the time of death, the suddenness of the death, and the age of the individual. This excludes expected, foreseen or imminent death from natural causes and death of an individual getting hospice services. An example of an unexpected death would be a 28 year old man who is in general good health and dies in his sleep.

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- **Accidental** – Any death resulting from accidental causes, such as the result of a car accident or choking incident.

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- **Suicide** – Any death resulting from a conscious act to take one's own life.

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- **Unusual Circumstances** – Any suspicious death, such as one resulting from foul play or a drug overdose.

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- **Other Unexpected/Sudden Death** – Any other unexpected or unanticipated death that does not fit into another secondary incident type.

2. **Suicide Attempt** – A serious, intentional, voluntary attempt to take one's own life. This would include an incident that might not in and of itself cause death, if the intention was to take one's own life. This would not include self-injurious behavior unless that behavior was attempted in order to take one's own life.

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- **First Known Attempt**

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- **Repeat Attempt**

3. **Unexpected Hospital Visit** – This category is for an unplanned emergency room (ER) visit to an acute care medical or psychiatric hospital for the purpose of evaluation and treatment of an immediate medical or psychiatric concern. This would not include a hospital visit that is a planned hospitalization, nor a hospital visit that is part of routine care, scheduled visit or medical treatment protocol, such as a protocol for replacing a feeding tube, even though the timing for this visit may not be planned, but is an expected step in an individual's medical treatment.

minor

- **Medical Hospitalization** – This category would be used only when an individual is admitted as an inpatient to the hospital

for medical treatment as a result of an unplanned ER visit. It would not be used if the individual is only seen and treated in the emergency room, even if the time spent in the emergency room is extensive. Example: An individual is brought to the ER and admitted to the hospital after complaining about stomach pain and looking jaundiced.

minor

- **Psychiatric Hospitalization** – This category would be used when an individual is admitted as an inpatient to a psychiatric hospital, to the psychiatric unit of a hospital or to a detoxification center.

minor

- **E.R. Visit** – This category would be used when any medical assessment and/or treatment provided is through the emergency room as a result of the unexpected hospital visit, regardless of the amount of time spent in the emergency room. Example: An individual is taken to the ER after staff is able to remove a piece of food using the Heimlich maneuver. The individual is examined at ER and released without being admitted.

minor

- **Emergency Psychiatric Services Evaluation** – Emergency psychiatric evaluation that is not part of a regular intervention outlined in an individual's behavior plan. Example: An individual is taken to the ER for psychiatric or emergency team evaluation after threatening staff and self with scissors (a behavior not addressed in a behavior plan).

4. **Sexual Assault** - This category is used when there is any unwanted sexual advance or unwanted sexual contact, such as exposing oneself in a sexual way, inappropriate sexual touching, and up to and including rape.

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- **Alleged Victim** is used when the individual is the alleged victim of the sexual assault whether perpetrated by another individual, staff, stranger, or other.

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- **Alleged Perpetrator** is used when the individual is the alleged perpetrator of the sexual assault and the alleged victim may be another individual, staff, stranger or other.

5. **Physical Altercation** – This category covers any incident where the physical attack directed at another person presents a **serious** risk of physical harm to the other person or results in visible physical injury to the other person, whether or not first aid or medical treatment is required. An attack includes, but is not

limited to, intentional or willful grabbing, shaking, dragging, shoving, yanking, slapping, hitting, kicking, choking, pinching, biting, strangling, or punching. Example 1: An individual pulls another individual out of his wheelchair, sits on top of him and holds him to the floor. Example 2: An individual becomes physically aggressive towards staff and hits staff causing staff's glasses to be knocked off.

- minor
 - **Individual to Individual – Alleged Victim** – This category is used when an individual is the alleged victim of a physical altercation by another individual. An example would be an individual being grabbed by the throat by another individual and is in danger of choking but for the intervention of staff.
- minor
 - **Individual to Individual – Alleged Perpetrator** – This category is used when the individual is the alleged perpetrator of a physical altercation against another individual.
- minor
 - **Individual to Staff** – This category is used when the individual is the alleged perpetrator of a physical altercation against a staff person.
- minor
 - **Individual to Other** – This category is used when the individual is the alleged perpetrator of a physical altercation against a person, other than another individual or staff, such as a family member, neighbor or stranger. Example: An individual picks up a sharp knife and threatens his sister while attending a barbeque at his mother's home.
- minor
 - 6. **Significant Behavioral Incident** – This category covers any behavioral episode of an individual that would have resulted in imminent, serious physical harm to that individual acting out if not for immediate intervention. Example 1: An individual opens her second floor bedroom window and attempts to crawl out. Example 2: An individual who insists on running away and puts a pushpin in her mouth while attempting to run out the house.
 - 7. **Missing Person** – Any individual who is missing and considered to be at risk. This could include someone who is missing for any period of time, if considered in immediate jeopardy, or someone who is missing for more than 24 hours without prior arrangement, unless the person's ISP Team specifies that an individual could safely be out of contact for a period of time longer than 24 hours.

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- **Law Enforcement Contacted**

- minor
 - **Law Enforcement Not Contacted**
- 8. **Medical or Psychiatric Intervention Not Requiring a Hospital Visit** – This category is appropriate when there is emergency medical treatment beyond first aid, or when emergency psychiatric services, such as a psychiatric evaluation, are provided in a non-hospital setting such as the home, or day program.
- minor
 - **Medical** Examples include wound closure by a medical professional or other treatment provided in a health care practitioner's office or on site by agency medical or nursing personnel (RN, LPN, etc.). This category would also include evaluation of a possible injury by emergency personnel in response to a 911 call.
- minor
 - **Psychiatric** Example: Crisis team is called to evaluate an individual in her home because of escalating behavior and decides that an inpatient psychiatric hospitalization is not required.
- 9. **Fire** – Any incident involving a fire in an individual's environment that requires active involvement of firefighter or the use of a fire extinguisher.
- minor
 - **Alleged Started By Individual** – This category is used when the fire is allegedly started intentionally or accidentally by an individual. Example 1: An individual burns papers or material with matches in the house. Example 2: An individual starts a grease fire while cooking and staff put out with a fire extinguisher.
- minor
 - **Not Started by Individual – Fire of Known Origin** – This category is used when someone other than an individual, intentionally or accidentally starts a fire, such as toast catching on fire that is put out by a fire extinguisher.
- minor
 - **Fire of Unknown Origin**
- 10. **Suspected Mistreatment** – This category includes any intentional or negligent action or omission by staff or other caregiver that causes or exposes an individual to a serious risk of physical or emotional harm.
- minor
 - **Alleged Victim of Psychological Abuse** – This category includes acts other than physical and verbal that may inflict

serious emotional harm, invoke fear or humiliate or intimidate an individual. Example 1: A staff person hides a treasured trinket from an individual as a way of making fun of or intimidating the individual. Example 3: A staff person threatens an individual with withholding a favorite dessert if the individual reveals information about an incident.

minor

- **Alleged Victim of Verbal Abuse** – This category covers verbalizations that may inflict serious emotional harm, invoke fear or humiliate, intimidate or demean an individual or potentially seriously damage an individual's self respect. Example: A staff person who yells profanities at an individual.

minor

- **Alleged Victim of Physical Abuse** – This category covers physical contact that exposes an individual to serious physical or emotional harm. Example 1: A caregiver or staff hits an individual and causes bruises. Example 2: A staff person accidentally scalds an individual during a shower.

minor

- **Alleged Omission – Failure To Provide Needed Supports** – This category is used when there is failure to provide services and supports determined to be necessary or otherwise required by law, regulation or contract. Example 1: Staff makes no attempt at getting a bed shaker alarm fixed for an individual who is hard of hearing. Example 2: Staff does not intervene when a housemate blocks an individual from entering the family room to watch TV and causing the individual to be afraid to come into the room.

minor

- **Alleged Omission – Failure To Provide Needed Supervision** – This category is used for failure to provide supervision determined to be necessary or otherwise required by law, regulation or contract. Example: A staff person leaving an individual who needs ongoing supervision alone in a van while going into a store.

11. **Property Damage** – This category is used when (i) an individual deliberately causes damage or destruction and the approximate value of the item exceeds \$200, or (ii) when the property has significant intrinsic value to the owner (such as a family heirloom) and the deliberate destruction causes unusual or significant distress to the individual. Evidence of distress would include an extended period of crying, withdrawal, depressed affect or other distraught behavior. Example: An individual goes into his housemate's bedroom and slashes a picture of his housemate's mother. Upon discovery, the housemate cries for hours and repeating that, "he

hurt her.” Two reports would be filed, one for the housemate as the alleged victim and a second for the individual as the alleged perpetrator.

minor

- **Alleged Victim**

minor

- **Alleged Perpetrator**

12. **Theft** – Unlawful taking of money, other financial assets and/or personal property that is reported to DPPC and/or law enforcement.

minor

- **Alleged Victim** Examples including an individual’s banking passbook, ATM card, or television being stolen and reported to the police.

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- **Alleged Perpetrator** An example would be an individual arrested for shoplifting.

13. **Other Criminal Activity** – Any criminal activity that is reported to law enforcement and is not covered by incident type of theft. Examples include violation of a restraining order and stalking.

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- **Alleged Victim** Example: An individual’s home is used for drug dealing by staff.

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- **Alleged Perpetrator** Example: An individual is arrested for drug possession.

14. **Transportation Accident** – This category is used for traffic accidents when police is involved. It would not include minor fender benders.

minor

- **Pedestrian** – This category is used if an individual was a pedestrian involved in a traffic accident. An individual tells staff that he was brushed by a car while crossing the street and then asked by police if he was ok which he replied that he was.

minor

- **Motor Vehicle Accident** - This category is used if an individual was a passenger at the time of the accident. Example: An individual riding in a taxi cab that struck a pedestrian. Individual is not hurt and police is called.

minor

- **Other** – This category includes, but is not limited to, an individual who is in a biking or boating accident.

- minor 15. **Emergency Relocation** – Individual(s) relocation on an emergency basis for more than 24 hours or overnight due to fire, local disaster, weather conditions, or as a result of immediate eviction.
- minor 16. **Unplanned Transportation Restraint** – The use of physical holding or a mechanical device to keep an individual safe during transportation that has not been planned for in the individual's ISP. A restraint form is not required in these circumstances, however, an Incident Report is required if the intervention is not written into the individual's ISP. Example: An individual who boards a van agitated, refuses to fasten seatbelt and tries to grab steering wheel and is held down by staff while having his seatbelt refastened.
- minor 17. **Other** – This category covers incidents that do not easily fit into one of the other incident types. This category should rarely be used because most incidents that are reportable would likely fit into one of the identified categories.